


UPDATING AND CLOSING COMPONENTS

Updating Existing or Transition to Another Component



eMessage Center

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Client Name	000000	000000	2	044	\$	000000000	(206) 000-0000
Two Parent :		Required Part? :		LEP : No		EA : No	
HOH :		Total		Recip		Inelig	
TANF :		000		000		000	
		Sngl Parent W/Child(ren) < 6 : No		BFA : Open			

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[Click here to view Workers associated with this Client.](#)

[Component/IRP Information](#)
[Employment Information](#)
[Client Notes](#)
[Client Monthly Participation](#)
[Education and Training Worksheet](#)

11


- Re-Check BFA and TANF status
- Extend scheduled end date only (JS comp must be closed and then reopened)
- Make sure to enter progress note (Follow BFET Handbook standards)

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TANF Status:	UNKNOWN	Open Date:		Close Date:	
Adult Recipient Months:	000	Ineligible Parent Months:	000	Total TANF Months:	
Consecutive Months in Sanction:	000	NCS Terminations:	000	Fed Qual Stat:	
Client Status Reason:					
AU Status Reason:					
TANF Exempt Reason:		Participation Status:			
Basic Food Type:	ABD-ABAWD (Able Bodied Adults without Dependents)				
Basic Food Status:	1 - Open	Open Date:	01/03/2017	Close Date:	
Relationship to HOH:	SE-Head of Household/Self				
Financial Responsibility:	RE-Recipient				
Work Registration Basic Food E&T Exempt Reason:		Basic Food Participation Status:	AB - Able Bodied Adults without Dependents		
RCA Status:		Open Date:		Close Date:	
		RCA Sanction Terminations:	000	Refugee Months:	
Client Status Reason:					
AU Status Reason:					

- Click on participant's name and client demographics screen will open
- Ensure BFA is active and a recipient (RE)
- Check on TANF status

Updating Existing or Transition to Another Component



eMessage Center

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
Client Name	000000	000000	2	044	\$	000000000	(206) 000-0000
Two Parent :		Required Part? :		LEP : No		EA : No	
				<div style="background-color: #4a7c9c; color: white; padding: 2px 5px; border-radius: 3px;">aces. online</div>			
HOH :	Total		Recip	Inelig	Sngl Parent W/Child(ren) < 6 : No		
TANF :	000		000	000	BFA : Open		

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11

After clicking “close” from client demographics screen, go to E&T Components

Updating Existing or Transition to Another Component

Home Main

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
LAST NAME, FIRST	00000	00000	2	037	\$	00000	(000) 000-0000
Two Parent :	Required Part? :	LEP : No	EA : No	aces online	Email ID:		
HOH :	Total: 001	Recip: 000	Inelig: 000	Sngl Parent W/ Child(ren) < 6 : No			
TANF : Denied	BFA: Open	RCA:	Refugee Months:				

Client Component/Contractor/IRP Review

Add a Component

Edit

Component:	JS-JOB SEARCH	Hours:	05	Last Updated By:	Agfe300	
Start Date:	07/20/2015	Scheduled End Date:	10/18/2015	Actual End Date:		
ESD Worker:		DSHS Worker:	0370U2	Partner Id:		
Contractor:	6CE-OPPORTUNITY COUNCIL BFET					
Scheduled Start Date:	07/20/2015	Scheduled End Date:	10/18/2015	Referral Date:	07/20/2015	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

[DSHS Responsible Dates](#)

Component:	FI-FOOD STAMP E&T INDICATOR	Hours:	00	Last Updated By:	Agfe300	
Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Actual End Date:		
ESD Worker:		DSHS Worker:	0370U2	Partner Id:		
Contractor:	6CE-OPPORTUNITY COUNCIL BFET					
Scheduled Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Referral Date:	07/20/2015	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:		Accept/Reject Code:

[DSHS Responsible Dates](#)

Locate the components for your agency and click on the “Edit” above the component

Updating Existing or Transition to Another Component

Client Component/Contractor/IRP Update

Component: JT		Hours: <input type="text" value="22"/>	Completion Code: <input type="text" value=""/> ?
Start Date: <input type="text" value="05/20/2015"/>	Scheduled End Date: <input type="text" value="10/1/2015"/>	Actual End Date: <input type="text" value=""/>	
ESD Worker: <input type="text" value=""/>	DSHS Worker: <input type="text" value="0370U2"/>	Partner Id: <input type="text" value="037agf"/> ?	

Contractor: 6CE	
Scheduled Start Date: <input type="text" value="05/20/2015"/>	Scheduled End Date: <input type="text" value="10/1/2015"/>
Actual End Date: <input type="text" value=""/>	

Contractor: <input type="text" value=""/>	
Scheduled Start Date: <input type="text" value=""/>	Scheduled End Date: <input type="text" value=""/>
Actual End Date: <input type="text" value=""/>	

Contractor: <input type="text" value=""/>	
Scheduled Start Date: <input type="text" value=""/>	Scheduled End Date: <input type="text" value=""/>
Actual End Date: <input type="text" value=""/>	

[DSHS Responsible Dates](#)

- Update hours (if necessary) and scheduled end date
- Update the Partner ID (Click on the “?”, type in your name, and locate the CSO the participant belongs to and click it)
- Click Save and follow up with a case note regarding the update/transition (Follow BFET Handbook standards)

Updating Existing or Transition to Another Component

Quick Quiz

1. What is the first step before updating or extending a component?
2. Once a component is open, is it OK to change the start date?
3. How many days can a JS comp be updated without DSHS review?
4. What is the final step after updating or extending a component?

CLOSING COMPONENTS

Closing Components

Client Component/Contractor/IRP Update

Component: JS		Hours: <input type="text" value="5"/>	Completion Code: CS ?
Start Date: <input type="text" value="07/20/2015"/>	Scheduled End Date: <input type="text" value="08/04/2015"/>	Actual End Date: <input type="text" value="08/04/2015"/>	
ESD Worker: <input type="text"/>	DSHS Worker: <input type="text" value="0370U2"/>	Partner Id: <input type="text" value="037agf"/>	

Contractor: GCE	
Scheduled Start Date: <input type="text" value="07/20/2015"/>	Scheduled End Date: <input type="text" value="08/04/2015"/>
Actual End Date: <input type="text" value="08/04/2015"/>	

Contractor: <input type="text"/>	
Scheduled Start Date: <input type="text"/>	Scheduled End Date: <input type="text"/>
Actual End Date: <input type="text"/>	

Contractor: <input type="text"/>	
Scheduled Start Date: <input type="text"/>	Scheduled End Date: <input type="text"/>
Actual End Date: <input type="text"/>	

[DSHS Responsible Dates](#)

CS – completed satisfactorily
 EE – entered employment
 IC – incomplete
 LC – loss of contact
 NS – (DSHS use only)
 12 – Unable to document eligibility (opened in error)

- Identify closure code that best fits the reason for closure. Closure Codes: CS, EE, IC, LC, or 12 (NS is for DSHS use only)
- Enter the actual end date and click “Update.” The actual end date must NEVER be later than the scheduled end date.
- Enter a case note regarding the closure (Follow BFET Handbook)

Closing Components

Quick Quiz

1. What closing reason code is used to close a component on its scheduled end date?
2. What closing code indicates the participant obtained employment?
3. If the participant has not contacted you for at least 60 days, what action can be taken?
4. When closing a component, can the actual end date be later than the scheduled end date?

Thank you!